



# WASHOE COUNTY

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CM/ACM	_____
Finance	_____
DA	_____
Risk Mgt.	<u>N/A</u>
HR	<u>N/A</u>
Clerk	_____

**STAFF REPORT**  
**BOARD MEETING DATE: April 12, 2016**

**DATE:** March 23, 2016  
**TO:** Board of County Commissioners  
**FROM:** Robert Smith, Manager  
Regional Animal Services, 353-8945, [rasmith@washoecounty.us](mailto:rasmith@washoecounty.us)  
**THROUGH:** Shyanne Schull, Animal Services Director  
**SUBJECT:** To hold a discussion and take action by giving policy direction to staff on the composition and duties of the Animal Services Advisory Board.  
(All Commission Districts)

**SUMMARY**

This item requests policy direction from the Board of County Commissioners ("Board") on the composition and duties of a proposed Animal Services Advisory Board.

Washoe County Strategic Objective supported by this item: Stewardship of Our Community

**PREVIOUS BOARD ACTION**

On April 22, 2014, the Board approved the creation of a new stand-alone Regional Animal Services department and the position of Director of Regional Animal Services. Additionally, the Board requested the creation of an Animal Services Advisory Board.

**BACKGROUND**

On July 22, 2014, Assistant County Manager Kevin Schiller presented an update to the Board which included an overview of changes to be made to Washoe County Code ("WCC") Chapter 5 to reflect the creation of a Regional Animal Services department, and the creation of an Animal Services Advisory Board.

Within that presentation, it was recommended that the City of Reno, the City of Sparks and Washoe County each select an elected to hold a seat on the advisory board. Discussions were also held on the qualifications of other individuals who may be community stakeholders to complete the composition of the advisory board.

Regional Animal Services staff consulted with both the District Attorney's Office and the Office of the County Manager to develop this concept. After a review of policies,

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ordinances, advisory boards for similar animal services departments, and language from advisory boards of other Washoe County departments, staff crafted the following advisory board proposal:

- a. the board could consist of seven (7) members
- b. the board could meet quarterly
- c. the director of Regional Animal Services or her designee could act as a technical advisor to the board
- d. the director of Regional Animal Services or her designee could provide a report at each advisory board meeting consisting of an update on:
  - i. departmental programs and services
  - ii. statistics
  - iii. emerging developments
  - iv. financial and budgetary updates
  - v. recent events and accomplishments
  - vi. proposed goals and objectives for the upcoming quarter
- e. the director of Regional Animal Services could report the advisory board's recommendations to the Board after each quarterly meeting, or as often as the Board directs.

#### **POLICY DIRECTION**

The following areas have been identified as topics of discussion that warrant policy direction from the Board before Regional Animal Services presents the Board with proposed WCC amendments.

1. *Should WCC Chapter 55 be amended to have an Animal Services Advisory Board comprised of:*
  - a. *An elected from Washoe County*
  - b. *An elected from the City of Reno*
  - c. *An elected from the City of Sparks*
  - d. *A veterinary professional who is licensed to practice in Washoe County*
  - e. *A real estate or business professional with knowledge and experience related to homeowners' associations, business organizations or financial operations*
  - f. *An individual with an interest in civic affairs and an interest in promoting the health and safety of animals in Washoe County*
  - g. *A representative of a humane or rescue organization located within Washoe County*

*Or should a different composition be selected?*
2. *Should the duties of the Animal Services Advisory Board consist of:*
  - a. *facilitating communication between community members and the director of regional animal services to ensure that the department's*

- programs, operations and goals relative to the care and safety of animals are consistent with community needs and desires*
- b. *making recommendations to the director of regional animal services in the following areas:*
- i. *recommendations on development of short and long-term departmental goals and objectives*
  - ii. *recommendations on amendments to Washoe County Code Chapter 55*
  - iii. *evaluation and recommendations on departmental delivery of programs and services to the community*
  - iv. *recommendations on county/departmental policies and procedures*
  - v. *providing input to the director of animal services regarding animal-related community needs and trends*
- c. *Providing an annual report to the Board of County Commissioners?*

### **FISCAL IMPACT**

There is no fiscal impact from this action.

### **RECOMMENDATION**

It is recommended that the Board of County Commissioners hold a discussion and take action by giving policy direction to staff on the composition and duties of the proposed Animal Services Advisory Board.

### **POSSIBLE MOTION**

Should the Board agree with staff's recommendation, a possible motion would be:  
"Move to provide policy direction to staff as to the composition and duties of the Animal Services Advisory Board.